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## QUICKBOOKS COURSE FOR NON-ACCOUNTANTS

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Learn the core QuickBooks functions to record business transactions such as sales and expenses, manage inventory, create invoices, deposit to bank accounts, write cheques, PAYROLL, and reconciliation.

No Accounting experience necessary.

### COURSE OUTLINE:

#### **Enter Customer**

- Enter Customer information such as Terms, Payment Options
- Create a Sales Order / Estimate
- Create and process an Invoice
- Receive Customer Payment - Cash, Cheques, Debit, Credit Card
- Refund a Customer purchase
- Issue a Customer Credit / Credit Memo

#### **Enter Vendor/Supplier**

- Enter Vendors/Suppliers Information such as Terms, Payment Options
- Create a Purchase Order
- Receive Inventory with or without a Bill
- Enter Bill against Inventory
- Enter Bill such as Hydro
- Enter Credit Card bills such as GAS bills
- Pay Bills with a Cheque, Direct Payment, Credit Card or Debit

#### **Setup Bank and Credit Cards**

- Work with a Bank or Credit Card statements
- Write Cheques, Pay Employee and Owner Expenses, Owner Withdrawals
- Reconcile Bank and Credit Card
- Pay the Quarterly Sales Tax – GST/HST
- Pay Payroll Deductions such as CPP, EI, Federal taxes, WSIB



### **Create and setup Inventory or Services**

- Setup a new Inventory – Sub Inventory, Description, Cost, Sale Price, On-hand Quantity, Unit of Measure
- Setup a new Service – Sub Service, Description, Cost, Sale Price, On-hand Quantity, Unit of Measure

### **Create and Setup Accounts**

- Setup new Expense accounts
- Setup a new Income Account
- Create Sub-Accounts

### **Setup Employee and PAYROLL**

- Setup a new Employee
- Enter Employee information such as
  - a. Salary and /or Hourly wage
  - b. Commissions
  - c. Advances
  - d. Vacation Pay
  - e. Sick Time
  - f. WSIB and Insurance
  - g. Payroll schedule
- Pay Employees

### **Customization of Forms**

- Design Sales Invoice Template including Company Logo and Information
- Design Estimates Template including Company Logo and Information